

# Emergency Evacuation and Shelter Procedures

Date: [Insert Date]

To: All Employees

Dear Team,

In the interest of safety, please review the following evacuation and shelter procedures that must be implemented during emergencies:

## Evacuation Procedures

1. Remain calm and alert.
2. Identify nearest exits. Familiarize yourself with the location of emergency exits in your area.
3. In case of fire or severe weather, signal the alarm if it has not been activated.
4. Evacuate the building promptly, following the designated evacuation route.
5. Assist customers and those in need of help during the evacuation process.
6. Gather in the designated assembly area outside the building and account for all personnel.

## Shelter Procedures

1. If instructed to seek shelter, move to the nearest safe area according to the emergency plan.
2. Close all windows and doors to minimize external hazards.
3. Stay away from windows and doors, and protect yourself from debris.
4. Remain in the shelter location until it is deemed safe by emergency personnel.
5. Stay informed through available communication channels for updates and instructions.

Please familiarize yourself with these procedures and discuss any questions with your supervisor. Your safety is our utmost priority.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Retail Store Name]